

# **Training Regulations 2016**

## **Jungian Analyst**

**IFR International Full-Resident**

**IPR International Part-Resident**

*Edition 2008; rev. 2009, 2010, 2011, 2013, 2014, 2015, 2016*

Dedicated to upholding the unique tradition and standards  
of Zurich training in CG Jung's Analytical Psychology

**International School of Analytical Psychology Zurich**  
**AGAP Post-Graduate Jungian Training • Stampfenbachstr. 115 • 8006 Zürich • Switzerland**

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## 1 VALIDITY

These Regulations apply to all International Full-Resident Candidates, and International Part-Resident Candidates, and replace all foregoing editions, with into effect as per the Spring Semester 2016. (ISAP offers other paths of study, see [www.isapzurich.com](http://www.isapzurich.com))

Legal requirements governing professional practice vary from one location to another and are often subject to change. Due to the many nationalities represented in training, ISAP declines responsibility for considering such legal issues. Individuals seeking admission to the training program must inform themselves in advance about the legal requirements in the region in which they wish to practice.

### 1.1 Transitional Rules

IFR and IPR Candidates without US Student Loans, who were admitted to training previous to the Spring Semester 2008, may opt to continue under the Provisional International Regulations of Fall 2004. In this case all terms of the Provisional Regulations apply.

## 2 INTRODUCTION

ISAPZURICH was established in the fall of 2004 as the delegated training program of the Association of Graduate Analytical Psychologists (AGAP). AGAP, founded in 1954, is a Zurich-domiciled association and a founding member of the International Association for Analytical Psychology (IAAP), with entitlement to conduct training ([www.agap.info](http://www.agap.info); [www.iaap.org](http://www.iaap.org)). ISAPZURICH is subject to AGAP's authority, and thereby also to Art. 60ff ZGB of the Swiss Civil Code (Association Law), and to the rules of the IAAP.

CHARTA  
CH

As of April 2013 ISAPZURICH's Charta and CH program is subject to the Psychology Professions Law and its conditions (see Charta/CH-Regulations)

### 2.1 The Diploma Program

ISAPZURICH offers as delegated by AGAP and under AGAP's auspices among other things a full program of post-graduate training in C.G. Jung's Analytical Psychology, leading to the Diploma in Analytical Psychology. The training is also a personal journey, guided by an analytic process that includes confrontation with the unconscious and developing a capacity for symbolic understanding.

Training consists of three basic components:

- personal training analysis
- supervised clinical work
- an extensive program of lectures and seminars, including written work and examinations

#### 2.1.1 Pathways IFR, IPR

Training may be pursued along two different paths, each of which leads to the Diploma in Analytical Psychology. Candidates commit to one path, but may apply to transfer from one to another (see §10), if they fulfill the respective conditions:

- IFR 1. International Full-Resident, for candidates with diverse academic backgrounds wanting a diploma in Analytical Psychology. IFR candidates' residence is in Switzerland during the entire training period.
- IPR 2. International Part-Resident, for candidates with diverse academic backgrounds wanting a diploma in Analytical Psychology. IPR candidates' residence is in Switzerland for at least two years; thereafter they study in Switzerland for at least 4 weeks per semester while they conduct supervised case work in their home countries under their local jurisdiction

## 2.2 Professional Affiliation

ISAP graduates are qualified to apply for membership in AGAP and/or SGAP (Swiss Society for Analytical Psychology) and thereby to gain membership in the IAAP. Such membership may entitle graduates to conduct professional practice as Jungian psychoanalysts, psychotherapists and counselors, depending on regional laws and regulations.

## 3 LANGUAGES

Training at ISAP is conducted in English and German. Clinical internships in the vicinity of Zurich are possible only with knowledge of German.

## 4 ISAPZURICH

### 4.1 Publications for Candidates

At the beginning of their first semester, candidates receive a *Student ID card* and also a booklet used to record their attendance (*Record of Attendance*).

The *Directory of Analysts* is available at the website, also the *Reading List* pertaining to areas of study and exam subjects, and the *List of Examiners*.

During the course of training, candidates are subject to these Training Regulations, as well as to the *Guidelines for the Conduct of Supervised Case Work*. These are provided, respectively, on admission to training and on promotion to Diploma Candidacy.

### 4.2 Confidentiality and Ethics

All Candidates Candidates, who participate in seminars and colloquia dealing with case material, and/or in experiential groups, observe the rule of confidentiality. This applies as well to communications via email, cell-phone, VoIP (Skype, iChat and the like), where confidentiality must be especially well-guarded.

A *statement of consent* to this effect is provided upon admission to training and must be submitted, signed in the original, to the Studies by the registration deadline for the first semester of training.

Diploma Candidates Candidates in the 2<sup>nd</sup> half of training (Diploma Candidates) who conduct case work and participate in supervision and case colloquia are

subject to the *Guidelines for Supervised Case Work* as well as the Ethics Code therein. A consent form to this effect is provided, along with the Guidelines, by the Director of Studies at the obligatory meeting with newly promoted Diploma Candidates. The form must be submitted, signed in the original and sent to the Studies by the given deadline.

ISAP Analysts ISAP analysts ("Participants") and other analysts working under ISAP's auspices are subject to the AGAP Ethics Code (AGAP Constitution, Art. 4) and Ethical Guidelines and Procedures. Both documents may be obtained by writing to [office@agap.info](mailto:office@agap.info) or downloading at [www.agap.info](http://www.agap.info). ISAP analysts are subject to the *Organizational Guidelines* and the *Participant Admissions and Promotions Criteria*. These documents are available at the website.

### 4.3 Grievances and Appeals

When not otherwise specified, appeals for exception to these Regulations are lodged in the first instance with the Director of Admission. The second instance is the ISAPZURICH Council (hereafter, ISAP Council). Details are given in the Appendices.

## 5 ADMISSIONS

### 5.1 Prerequisites

The Admissions Committee considers the following criteria in determining applicants' suitability for admission to the training program:

- |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Personal<br>Criteria     | <ol style="list-style-type: none"><li>1. Suitability for the analytical profession: applicants are expected to possess personal maturity as well as aptitude for the analytical profession.</li><li>2. Minimum age: 26 years upon application.</li><li>3. Personal analysis: upon applying, one must have completed at least 50 hours of Jungian analysis with an IAAP member.</li></ol>                                                                                                                                                                                                                    |
| Professional<br>Criteria | <ol style="list-style-type: none"><li>4. Higher university education, including universities of applied sciences, in any academic field, with a Masters Degree Licentiate, Doctoral Degree, or comparable degree.</li><li>5. In the case of exceptional therapeutic potential, applicants may be admitted to training without the required academic degree. In this case, however, the degree must be obtained prior to registration for the Propaedeuticum Examinations.</li><li>6. Professional experience in areas that could contribute toward the future analytical profession is desirable.</li></ol> |

### 5.2 Application Procedures

The Spring Semester begins in February, the Fall Semester in September. Training may be started at the beginning of either semester. Application forms may be obtained online or from the Front Office.

Processing Time	Applications must be submitted at least seven months before the beginning of the semester for which admission is sought. Processing of applications requires approximately five months from the date at which all documents, including references, are received by ISAP.
Contents	Four photocopies of each the following items must be sent to the Studies Secretary: <ol style="list-style-type: none"><li>1. Completed application form with photograph.</li><li>2. Diplomas for all academic degrees earned.</li><li>3. Autobiographical essay of approximately 8 pages. The essay should include significant psychological and interpersonal events to date, e.g. relationships with parents and siblings and other important persons. The essay should address significant phases of life. It should also include a brief account of the encounter with Jungian psychology and the motivation for training at ISAP.</li><li>4. Receipt for payment of the non-refundable application fee.</li></ol>
References	<ol style="list-style-type: none"><li>5. Applicants send one of the supplied forms to each of three persons who agree to act as references. The referring persons complete and return this form directly to ISAPZURICH. References are not accepted from previous or current analysts or psychotherapists.</li><li>6. The Admissions Committee considers the application only after it has obtained all references.</li></ol>
Interviews	<ol style="list-style-type: none"><li>7. Suitable applicants are invited for interviews with the Admissions Committee.<ul style="list-style-type: none"><li>• Interviews take place in Zurich.</li><li>• There are a total of six interviews. (Applicants meet twice with each of three members of their Admissions Committee.)</li><li>• The interviews are subject to cost and advance payment. A bill is sent together with the invitation.</li></ul></li></ol>
Notification	<ol style="list-style-type: none"><li>8. Applicants are informed of the Admissions Committee's decision as soon as possible.</li></ol>
Confidentiality	All personal information is treated confidentially.

## 6 NOTIFICATION AND TERMS

### 6.1 Rejected Applications

Rejected applications are not subject to appeal. The Admissions Committee may allow re-application with or without additional conditions. Applicants who are not accepted are invited to meet with a member of the Admissions Committee. This meeting is free of charge. There is no written correspondence regarding the grounds for rejection.

### 6.2 Admission

When notified of admission to the program, applicants confirm their acceptance as well as the semester in which they wish to begin training.

#### 6.2.1 Student Visas

Candidates without Swiss passports, foreign resident visas or European

residency rights must obtain student visas at Swiss embassies or consulates in their home countries before beginning training.

### **6.2.2 Contract**

A training contract is constituted by ISAP's receipt of the candidates' agreement to uphold these Regulations. A statement of consent for this purpose is provided upon admission to training. This must be submitted, signed in the original, to the Studies by the registration deadline for the first semester of training.

### **6.2.3 Semester Registration**

6.2.3.1 Candidates register each semester to maintain matriculated status. Registration forms (a link is sent every semester by email) are to be completed each semester and sent to the Front Office by the published deadline. Semester fees are due by the same date.

6.2.3.2 Candidates who foresee delay in meeting payment deadlines may request extensions. Such requests must be submitted in writing to the ISAP Treasurer at least four weeks before the semester registration deadline.

6.2.3.3 Candidates may register for Leave of Absence (LOA) §7.5, or for leave due to illness, injury or emergency circumstances (§6.3.3).

### **6.2.4 Voluntary Withdrawal**

To withdraw from training candidates give written notice to the Director of Studies and the Admissions Committee. Such notice must be submitted by the semester registration deadline, and withdrawal becomes effective thereafter when all financial accounts are settled.

### **6.2.5 Grounds for Dismissal**

6.2.5.1 Admission to the program does not guarantee graduation. Candidates may be required at any time to meet for reassessment with their Admissions Committee; such meetings are subject to fees. The Admissions Committee reserves the right to dismiss candidates from training when reassessment determines their unsuitability for the analytical profession.

When grave doubt arises about the candidates' suitability for the profession, they are notified and given the opportunity to present their views to their Admissions Committee.

Dismissal ensues only after thorough consideration of the problems involved. There is no written correspondence regarding the grounds.

6.2.5.2 Automatic dismissal generally follows on any of the following grounds:

1. failure to register for the semester or for Leave of Absence and failure to provide notification of Voluntary Withdrawal; in such cases dismissal becomes effective 2 weeks after the semester registration deadline;
2. failure to respond to payment reminders following non-payment of fees; in such cases dismissal becomes effective 2 weeks after the deadline of the final payment reminder. Payment reminders are subject to administrative fees.

6.2.5.3 Dismissal according to §6.2.5 follows without notification. Appeals may be lodged.



## 6.3 Financial Matters

### 6.3.1 Cost of Training

The cost of training includes not only tuition and other study fees, but also fees for analysis, cost of living and commuting expenses. In the 2<sup>nd</sup> stage of training additional costs arise for individual supervision, case colloquia and rental of practice space (see *overview training programs, and costs* at [www.isapzurich.com](http://www.isapzurich.com))

### 6.3.2 Financial Aid

Candidates who would be forced to withdraw from training due to unexpected financial difficulties may request financial aid. Such requests are generally submitted from semester to semester and are considered according to the funds available. The grounds for such requests must be submitted in writing to the ISAP Treasurer at least 4 weeks before the semester registration deadline.

### 6.3.3 Refund

Candidates may request a refund of registration fees due to emergency circumstances that lead to at least seven weeks of absence from training in one semester. The reasons for such requests must be submitted in writing to the ISAP Treasurer. In cases of illness or injury, a physician's written statement is required. During the period of absence, Leave of Absence rules apply, including the requirement for the respective fee. Beyond this, refunds are calculated according to the number of weeks missed and are subject to administrative fees.

Candidates, who withdraw without approval or who are dismissed from training are ineligible for refunds.

### 6.3.4 Insurance

For details and limits on the insurance coverage as follows, contact the Treasurer:

ISAP has liability insurance cover limited to eligible claims for loss or injury within the context of ISAP'S training within Switzerland, the rest of Europe or Turkey.

Malpractice

Diploma Candidates conducting case work within Switzerland, the rest of Europe and Turkey are covered by ISAP's malpractice liability insurance. Candidates working outside of this area must provide the Director of Studies with evidence of adequate insurance, or the lack of need thereof.

## 7 TRAINING REQUIREMENTS

### 7.1 General

All candidates commit to continuous training at ISAP, that is, without substantial interruption in training analysis and course attendance, and later in individual supervision and case colloquia.

#### 7.1.1 Training requirements IFR/IPR

7.1.1.1  
IFR

IFR Candidates train for a minimum of 4 years (8 full semesters), which includes a 3-month clinical internship, 300 hours of work with clients, 300 hours of training analysis, 400 hours of theory, 80 hours

individual supervision and 60 session of group supervision, written assignments and examinations Apart from the clinical internship, training at ISAP is continuous until graduation.

IFR Candidates are admitted to the Propaedeuticum Exams at earliest during the 3<sup>rd</sup> semester of training. At least 3 semesters are to be completed by the end of the Propaedeuticum. A minimum of 3 semesters of Diploma Candidacy must be completed by the end of Diploma Exams, 1<sup>st</sup> part.

7.1.1.2  
IPR

IPR Candidates train for a minimum of 5 years (10 full semesters), which includes a 3-month clinical internship, 300 hour of work with clients, 350 hours of training analysis, 400 hours theory, 100 individual supervision and 100 sessions of group supervision, written assignments and examination. Apart from the internship, training at ISAP is continuous during the first 2 years.

IPR Candidates are admitted to the Propaedeuticum Exams at earliest during the 3<sup>rd</sup> semester of training. A minimum of 4 semesters of Training Candidacy must be completed by the end of the Propaedeuticum. Therefore IPR Candidates can't take all exams in the 3<sup>rd</sup> semester. A minimum of 3 semesters of Diploma Candidacy must be completed by the end of Diploma Exams, 1<sup>st</sup> part.

The semesters/years abroad are spent as follows:

7.1.1.3  
IPR

When IPR Candidates have fulfilled all personal and formal requirements (including residency) and have gained their Admissions Committee's approval, they are authorized to return to their home countries to undertake case work, individual supervision and case colloquia.

7.1.1.4  
IPR

To maintain the continuity and depth of training IPR Candidates return to ISAP for at least four weeks each semester. During these periods they resume regular course attendance, personal training analysis and attendance of individual supervision and case colloquia. Annual meetings with a member of the Admissions Committee are advised (see, §8.3.2-2).

## 7.1.2 Achievements Exceeding Requirements

For the purpose of satisfying regional or other requirements the ISAP Council certifies achievements that exceed the *Regulations*, provided these are accomplished with ISAP analysts or other instructors recognized by ISAP. For this purpose candidates submit a request in writing to the Director of Studies, including a list of achievements, relevant titles, names, dates, and copies of verifying documents.

## 7.2 Personal Training Analysis

### 7.2.1 General

7.2.1.1

Personal training analysis is a core aspect of training and is undertaken with analysts who are qualified. Analysis helps us to consider our experiences and behaviour, promotes personality development and looks critically at relationships, personal complexes as well as transference and countertransference issues.

7.2.1.2  
IFR

At least 120 hours of the 300 hours must be completed by the registration deadline for the Propaedeuticum Exams Part 1, and 150

hours by the end of the Propaedeuticum Exams Part 2. The remaining hours must be completed by the end of Diploma Exams.

7.2.1.3  
IPR

IPR Candidates undertake a minimum of 350 hours of analysis as follows:

1. To meet the requirement for on-going analysis, these hours should amount to roughly 20 per semester for the duration of training.
2. At least 150 hours must be completed by the end of the Propaedeuticum Exams and before leaving Zurich for work abroad.
3. The remaining hours must be completed by graduation.
4. A maximum of 100 hours may be completed by telephone, and/or electronic means such as email or web-cam.

**7.2.2**

**Analyst Status**

See Directories of Analysts at [www.isapzurich.com](http://www.isapzurich.com)

GA Graduate Analyst: As is the case with IAAP analysts in general, up to 50 hours of analysis with a GA may be credited for the admission requirement.

AA Associated Analyst: Up to 200 hours of analysis with an AA are creditable toward training requirements, provided a minimum of 100 hours are done with an ISAP TA and/or TA/SA.

TA Training Analyst: An unlimited number of hours of analysis with a TA are creditable toward training requirements.

TA/SA Training/Supervising Analyst: An unlimited number of hours of analysis, supervision and colloquia with a TA/SA are creditable toward training requirements.

\* Charta/BAG-accredited and federally accepted psychotherapist AAs, GAs, TAs and TA/SAs are designated in the directory with an asterisk.

**7.2.3**

**Analysis Details**

7.2.3.1

One hour of personal training analysis consists of 50 minutes.

7.2.3.2

Analysis takes place in the physical presence of both parties. Analytical hours by telephone, or by electronic means such as email or VoIP (Skype, iChat, etc.), may be credited under exceptional circumstances and for a limited number of hours.

7.2.3.3

On-going personal training analysis is required from the date of admission until graduation, even if this exceeds the minimum requirements. The Admissions Committee may require candidates to undertake analytical hours in excess of the minimum requirements. Interviews may be requested at any time throughout training. No more than 2 years should elapse without a candidate meeting with a member of his/her committee.

7.2.3.4

Analysts confirm hours of training analysis but do not evaluate candidates who are or have been in analysis with them. See exception under §8.3.11.2

Candidates provide their Training Analyst(s) with the confirmation forms obtained from the Studies Secretary. The analysts send these forms to the Studies Secretary by the registration deadline for the Propaedeuticum Exams (1<sup>st</sup> part), and again by the registration deadline for Diploma Exams, 2<sup>nd</sup> part.

- 7.2.3.5 Candidates must complete at least 100 hours of personal training analysis with one ISAP analyst, who holds the status TA or TA/SA. For the remaining hours, analysts may be chosen according to §7.2.2
- 7.2.3.6 Analysis with any given analyst must amount to at least 20 hours to be credited towards the training requirement.
- 7.2.3.7 Candidates are encouraged to undertake analyses with analysts of both sexes. However, as a rule, parallel analyses are not permitted, that is, training analysis may not be carried out with two analysts simultaneously.
- 7.2.3.8 Exception: Candidates may engage in parallel training analyses insofar as the regular training analysis is complimented by expressive therapy, that is, body/movement, fairy tale enactment, psychodrama, sand play, painting, experiential groups, and the like. In this case:
1. The analyst conducting expressive therapy is chosen from the list of analysts specifically qualified for this purpose.
  2. Candidates inform their regular Training Analyst as well as their expressive therapy analyst.
  3. A minimum of 20 hours of expressive therapy, and no more than 30 hours, are credited toward the required hours of analysis. Credited hours are completed with one analyst and with one type of expressive therapy.
  4. One hour of individual expressive therapy is equivalent to one hour of training analysis. For expressive therapy groups, one 90-minute session is equivalent to one hour of training analysis.
  5. Expressive work done at ISAP within the semester program (seminars, workshops) may be credited toward the requirement for course attendance, but not toward the required hours of analysis.
  6. Expressive therapy serves the purpose of training in general, and does not entitle candidates to represent themselves as specialists in the area.
- 7.2.3.9 The 50 hours of previous analysis approved for admission to training are automatically credited toward the graduation requirement.
- 7.2.3.10 Under very exceptional circumstances the Admissions Committee considers requests to credit an additional 50 hours of analysis completed prior to admission to training (including analysis with ISAP GAs). Such requests may be submitted in writing only after successful completion of all Propaedeuticum Exams. Approval or denial follows the Admissions Committee's estimation of the candidates' need for analytical work.
- 7.2.4 Confidentiality**
- 7.2.4.1 Training analysis, like any analytical work, is subject to confidentiality. This essentially means that personal training analysts may not function as evaluators of their candidates/analysands. Likewise current and former training analysts may not ordinarily function as supervisors, examiners, readers of symbols papers, thesis advisors or thesis readers. Exceptions: case colloquia §8.3.11.2.
- 7.2.4.2 Training analysts who conduct training analysis are held to strict confidentiality as in every analysis.

## 7.3 Course Attendance and Record

### 7.3.1 General

- 7.3.1.1 Lectures and seminars provide candidates with the necessary theoretical knowledge and introduce them to other subjects related to Analytical Psychology.
- 7.3.1.2 Lectures and seminars are structured as double-hour courses. One double-hour course consists of two periods of instruction, each 45 minutes, separated by a break. Lectures and particularly seminars may consist of multiple double-hours. Each double-hour attended is credited toward the overall requirement.
- 7.3.1.3 Course attendance is recorded and attested by the instructors in the Record of Attendance but is not graded. Candidates are responsible for maintaining this record and submitting photocopies according to the deadlines below.

### 7.3.2 Attendance Pathways

- 7.3.2.1 IFR Candidates attend at least 200 double-hour (= 400 hrs) courses by the end of the Diploma Exams. A photocopy of the Attendance Record is submitted to the Studies Secretary by the end of the Diploma Exam period, 2<sup>nd</sup> part.
- 7.3.2.2 IPR Candidates attend at least 200 double-hour courses by the end of the Propaedeuticum. A photocopy of the Attendance Record, which indicates that this requirement will be fulfilled by the deadline, is submitted to the Studies Secretary by the registration deadline for the Propaedeuticum Exams, 2<sup>nd</sup> part.

### 7.3.3 Attendance Details

- 7.3.3.1 Registration for seminars is mandatory and takes place simultaneously with registration for each semester. Lectures are attended without registration.
- 7.3.3.2 Candidates select courses at their own discretion, except for the mandatory seminars on the Association Experiment (§8.3.14), the Introductory Block Seminar for beginning case work (§8.3.2).
- 7.3.3.3 Candidates are expected to attend all seminars to which they are admitted. Absence is permitted by notification to the Front Office up to one week before the respective seminar begins; after the seminar begins the seminar leader must be directly notified.
- 7.3.3.4 Candidates are referred to the Reading List, available in the Front Office, for course work exams and study in general.
- 7.3.3.5 Candidates are regularly given the opportunity to evaluate their courses and instructors.

## 7.4 Clinical Internship

### 7.4.1 Purpose, Duration, Reports

- 7.4.1.1 The requirement for full-time clinical internship provides the candidates' continuous contact with patients suffering from a broad

spectrum of mental illnesses. Work in any meaningful function is permitted, provided these purposes are met. Leave of Absence (LOA) may be arranged to fulfill this requirement.

7.4.1.2 Approved internships take place generally in psychiatric or psychosomatic institutions, in the inpatient and/or outpatient facilities, under on-site supervision by the host institution's supervisor. Internships in Switzerland may be difficult to arrange; therefore international candidates are advised to explore the possibility of fulfilling this requirement elsewhere.

7.4.1.3 IFR and IPR Candidates complete full-time clinical internships of at least three months duration. At least one month is to be completed by the end of the Propaedeuticum Exams. The remaining two months must be completed by the registration deadline for the Diploma Exams, 1<sup>st</sup> part.

## **7.4.2 Internship Details**

7.4.2.1 Candidates inform the studies secretary in writing the name of the clinic or other institution at which the internship will be carried out, as well as the address of the local supervisor, and a list of the planned activities they will perform as interns. The form for the candidates to fill out is available at ISAP. In addition they confirm with their signature that they have received the questions which they should respond to in their internship report. The list of questions is also available at ISAP.

7.4.2.2 Upon completion of each part of the internship candidates request written reports from their on-site supervisors, including confirmation of the duration of the internship. Candidates insure that the on-site supervisor's report is sent to the studies secretary.

7.4.2.3 Upon completion of the whole internship the candidate writes a report concerning his/her experience in response to the internship questions and submits it to the studies secretariat.

7.4.2.4 Advisors consider requests for the approval of extraordinary internships, provided they fulfill the above-stated purpose, e.g.:

1. consecutive short-term and/or part-time internships
2. internships completed prior to admission to training.

7.4.2.5 An ISAP supervisor (LA/ SA) may be chosen as an advisor for the duration of the internship. (Recommended)

## **7.5 Leave of Absence (LOA)**

Leave of Absence (LOA) is foreseen to accommodate clinical internships and other reasonable grounds for breaks in training. To obtain LOA, candidates submit the respective form and pay the LOA fee by the semester registration deadline.

### **7.5.1 Pathway Allowances**

IFR and IPR Candidates are routinely allowed four semesters of LOA.

### **7.5.2 LOA Details**

7.5.2.1 Personal training analysis continued during LOA is credited toward the graduation requirement, as are also hours of case work, individual

supervision and case colloquia.

- 7.5.2.2 LOA candidates may continue to use the ISAP library.
- 7.5.2.3 With the exception of LOA taken for clinical internship, LOA semesters are not credited toward the number of semesters required for graduation.
- 7.5.2.4 Regular seminars are not open to LOA candidates. LOA candidates may however attend lectures and open seminars subject to the reduced public entry fees that apply to students in general.
- 7.5.2.5 LOA in excess of the permitted number requires approval by the Admission Committee. Requests for this purpose must be submitted in writing at least one month ahead of the semester registration deadline.
- 7.5.2.6 Provided that all other training requirements are satisfied, including 2 semesters of Diploma Exams, additional LOA is routinely granted to accommodate completion of the thesis.
- 7.5.2.7 With the exception of the Thesis Discussion, exams may not be taken during LOA; see the exception for the Thesis Exam.

## **8 STAGES OF TRAINING**

### **8.1 General**

For all candidates training encompasses two stages:

Training Candidacy	The first stage continues from admission to the end of the Propaedeuticum Exams, during which time candidates are designated as Training Candidates. This stage serves to familiarize candidates with the theoretical knowledge that informs their later work with analysands.
Diploma Candidacy	The second stage begins with the completion of the Propaedeuticum Exams and promotion to Diploma Candidacy. Diploma Candidates are authorized to begin working with analysands under the supervision of ISAP Supervisors. Likewise they participate in seminars and colloquia reserved for Diploma Candidates.

### **8.2 Training Candidacy**

#### **8.2.1 1<sup>st</sup> Symbol Paper**

Among the requirements of Training Candidacy is a symbol paper of 10-20 pages. Candidates choose their topic in dialogue with a reader selected from the Examiners List.

Candidates send their papers for their readers' evaluation, along with the respective evaluation form (available at the Front Office). The papers are evaluated in writing and graded on a pass/fail basis.

The papers must be approved as a condition for registration for the Propaedeuticum Exams (1<sup>st</sup> part). Candidates provide the Studies Secretary with photocopies of their approved papers by the exam registration deadline. The readers send their evaluations by the same date.

## 8.2.2 Propaedeuticum Exams

Training Candidates take eight Propaedeuticum Exams (subject areas in the Appendix). These may be taken in one exam period or divided into two periods at the candidates' discretion. Fees for all exams are due upon registration; if taken in two parts, the fees for all 8 exams are due upon registration for part 1.

8.2.2.1 IFR By the end of the Propaedeuticum Exams, IFR Candidates must have completed at least 3 full semesters of Training Candidacy and participated continuously in training at ISAP during this time.

8.2.2.2 IPR By the end of the Propaedeuticum Exams and before leaving ISAP for work abroad, IPR Candidates must have completed at least 4 full semesters of Training Candidacy and participated continuously in training at ISAP during this time.

## 8.2.3 IPR Advance Study Plan

IPR Candidates create Advance Study Plans to detail the ways in which they intend to fulfill training requirements after leaving ISAP and for the duration of Diplomacy Candidacy. This is done in consultation with the Director of Studies, who provides general guidance as well as a list of requirements.

Given the complexity and number of requirements to be fulfilled in advance, candidates are strongly advised to initiate planning at least one year before their projected departure date, and to present the Director of Studies with a draft at least 6 months before departure.

Candidates must have their Advance Study Plans approved by the Director of Studies before beginning case work abroad and preferably before departing from ISAP.

## 8.2.4 Promotion interviews

Promotion interviews with the Admissions Committee take place shortly before or during the Propaedeuticum Exams. The candidates themselves arrange the appointments with their Admissions Committee members. The interviews ordinarily consist of one-hour sessions with each member of the committee. It is left to the discretion of each Admissions Committee member to require further interviews.

Should the Admissions Committee conclude that the candidates' personal development does not yet permit analytical work with analysands, the Committee may postpone or deny promotion. Such candidates are invited to discuss the matter with a member of their Admissions Committee. There is no written correspondence regarding the grounds for postponement or denial of promotion.

## 8.2.5 Promotion Pathways

IFR For IFR Candidates promotion by the Admissions Committee is based on the following criteria:

1. successful completion of the 1st symbol paper and all Propaedeuticum Exams;
2. completion of 150 hours of personal training analysis;
3. completion of at least 1 month of clinical internship;



4. completion of at least 3 full semesters of training at ISAP;
5. the Committee's positive assessment of the candidate's development, the readiness to begin supervised case work and the expectation that the Diploma will be awarded at the end of the 2nd phase of training.

IPR

For IPR Candidates promotion by the Admissions Committee is based on the following criteria:

1. successful completion of the 1<sup>st</sup> symbol paper and all Propaedeuticum Exams;
2. completion of 150 hours of personal training analysis;
3. completion of at least 1 month of clinical internship;
4. at least 200 double-hours of course attendance;
5. completion of at least 4 full semesters of training at ISAP;
6. approval of the Advance Study Plan, including fulfillment of legal requirements for practice abroad;
7. the Committee's positive assessment of the candidate's development, the readiness to begin supervised case work and the expectation that the Diploma will be awarded at the end of the 2<sup>nd</sup> phase of training.

### 8.2.6

#### Work Permits

Candidates who foresee conducting case work in Switzerland, but who lack legal working rights, must obtain work permits prior to starting work. The permits are limited to the canton in which they are granted and in connection with ISAP's training.

Upon notification of promotion candidates consult with the Front Office to initiate work permit applications. Permits are generally issued within 2 months of application.

Only when the work permits are obtained (as needed) may cases be registered (§8.3.8), and only when cases are registered does ISAP's malpractice liability insurance become effective.

### 8.3

#### Diploma Candidacy

IFR/IPR

Apart from absences required for clinical internships, Diploma Candidates continue their on-going attendance of analysis and participation in lectures and seminars at ISAP, particularly in those seminars reserved for Diploma Candidates. Additionally during this time they begin work with analysands, and attend individual supervision and case colloquia.

IPR

IPR Candidates are authorized to begin training abroad, subject to the approval of their Advance Study Plans, and their acquisition of practice licensing and/or malpractice liability insurance if legally required. Thereafter:

IPR

1. IPR Candidates return for training at ISAP for at least 4 weeks each

- semester, during which they resume regular attendance of courses, analysis, individual supervision and colloquia.
- IPR 2. IPR Candidates are encouraged to meet at least once each year for a 1-hour discussion with a member of their Admissions Committee. The purpose is for informal progress updates and obtaining advice for difficulties connected with work abroad. Candidates are asked to schedule the meetings ahead of time with an Admissions Committee member of their choice. The meetings are subject to the ordinary hourly fee.

### 8.3.1 Orientation and Consent to Guidelines

Upon promotion to Diploma Candidacy candidates attend an obligatory orientation meeting with the Director of Studies. The date of the meeting is indicated in the Semester Program.

At this meeting candidates receive the Guidelines for the Conduct of Supervised Case Work. Candidates are advised to familiarize themselves with this document, which includes important information such as:

- the Ethics Code for Diploma Candidates
- case registration procedures
- the rule of confidentiality as it pertains to case work, individual supervision and colloquia
- guidelines for composing and submitting case reports
- procedures for ethics grievances and appeals arising in the context of analyses conducted by Diploma Candidates.

Candidates consent to uphold these Guidelines and the Ethics Code therein by signing a statement to this effect and returning it to the Studies by the given deadline.

### 8.3.2 Introductory Block Seminar

Each semester ISAP offers an introductory block seminar that serves as an introduction to working with analysands. This includes, among other things, role-playing and emphasis on symbolic and transference aspects of the work.

IFR IFR Candidates are encouraged to attend the Introductory Colloquium upon promotion to Diploma Candidacy or as soon as possible thereafter.

IPR IPR Candidates are required to attend the Introductory Colloquium upon promotion to Diploma Candidacy or as soon as possible thereafter, and at latest upon their first return to Zurich.

### 8.3.3 Case Work Pathways

IFR & IPR IFR and IPR Candidates conduct analyses with at least 3 different analysands, amounting to a minimum total of 300 hours of analysis by the end of Diploma Exams. At least 200 hours are to be completed by the start of Diploma Exams, 1<sup>st</sup> Part.

### **8.3.4 Case Work Details**

8.3.4.1 Cases must last at least 20 hours to be counted toward the total case work requirement. Cases of less than 20 hours are not counted but are nevertheless registered and supervised.

- 8.3.4.2
1. At least two cases must be long-term, meaning that:
  2. the two cases counted together amount to 120 hours;
  3. neither case lasts less than 50 hours; and
  4. each of the two last at least one year.

8.3.4.3 Candidates are advised to try to work with analysts of both sexes.

8.3.4.4 Candidates are permitted to work with children and adolescents, whereby,

1. no more than 100 hours of this work may be credited in fulfillment of the total case requirement;
2. all cases must be supervised with specially qualified analysts, chosen from the list in the Directory of Analysts.

8.3.4.5 More than 10% of Skype sessions with client or supervisor must be approved by the supervisor.

8.3.4.6 Candidates are expected to charge modest fees, thus allowing persons in financial difficulty to undertake analysis. This also helps to insure the number of clients needed to fulfill case requirements.

### **8.3.5 Case Registration**

All analytical work carried out by Diploma Candidates in the context of training is under ISAP's legal authority. Therefore Candidates must register their cases with the Studies Secretary immediately upon beginning (see Guidelines on the Conduct of Supervised Case Work). Unregistered cases, regardless of their duration, are outside of ISAP's authority and are neither creditable nor covered by ISAP's malpractice liability insurance.

### **8.3.6 Individual Supervision and Evaluation**

8.3.6.1 Each case is individually supervised by ISAP Supervisors throughout its entire duration. One session of individual supervision is recommended for every four hours of analysis. One individual supervision session consists of 50 minutes.

8.3.6.2 Candidates' current or previous training analysts may not function as their Supervisors.

8.3.6.3 All Supervisors provide written confirmation of supervision hours, and they evaluate the candidates and case work in their charge. Candidates obtain the forms for these purposes and send them to their Supervisors according to the time frames.

### **8.3.7 Supervision Pathways**

8.3.7.1 IFR Candidates undertake a minimum of 80 sessions of individual supervision with at least two different Supervisors. This requirement is to be fulfilled by the start of Diploma Exams, 2<sup>nd</sup> part.

8.3.7.2 IPR Candidates undertake a minimum of 100 sessions of individual supervision with at least two different Supervisors. This requirement is to be fulfilled by the start of Diploma Exams, 2<sup>nd</sup> part.

IPR Candidates arrange for supervision abroad as follows. Upon request the Director of Studies supports the effort with the available means:

1. A minimum of 50 hours of supervision is to be completed with ISAP Supervisors.
2. A maximum of 50 hours of supervision may be completed abroad with AGAP analysts who are approved on an ad hoc basis by the Admissions Committee. Should no AGAP analyst be available, other IAAP analysts will be considered.
3. Prior to submitting names for approval, IPR Candidates insure the readiness of their proposed Supervisor(s) abroad to enter a written agreement with ISAP, which takes into account malpractice liability and other obligations of being a Supervisor for ISAP. Such obligations include, but are not limited to, completing the evaluation forms required by ISAP.
4. The ISAP Council establishes the suitability of Supervisors abroad in relation to ISAP's requirements.

### **8.3.8 Supervision Details**

- 8.3.8.1 One main Supervisor carries responsibility for each case. Candidates inform their main Supervisors as to which case(s) are in their charge, and provide them with the respective case registration numbers.
- 8.3.8.2 Supervisors may require candidates to submit written reports at any time.
- 8.3.8.3 Parallel individual supervision for any given case is allowed only with the consent of the main Supervisor.

### **8.3.9 Case Colloquia: Attendance and Confirmation**

- 8.3.9.1 In addition to individual supervision Diploma Candidates take part in at least two on-going Case Colloquia (supervision groups). One session of colloquium consists of 90 minutes.
- 8.3.9.2 As a rule, case colloquia are scheduled by ISAP and led by ISAP Supervisors. (See IPR exception under §8.3.13.2.). Candidates' current and previous training analysts may, within limits, function as their colloquium leaders. See details, §8.3.11.2.
- 8.3.9.3 Colloquium attendance is not evaluated, but confirmed by colloquium leaders. Candidates provide their colloquium leaders with the confirmation forms in due time to insure submission to the Studies Secretary by the registration deadline for the Diploma Exams, 2<sup>nd</sup> part.

### **8.3.10 Colloquium Pathways**

- 8.3.10.1 IFR Candidates attend a minimum of 60 sessions of case colloquia. This requirement is to be fulfilled by the end of Diploma Exams, 2<sup>nd</sup> part.
- 8.3.10.2 IPR Candidates attend a minimum of 100 sessions of case colloquia.

IPR This requirement is to be fulfilled by the end of Diploma Exams, 2<sup>nd</sup> part. Block colloquia at ISAP are recommended for this purpose. Further:

1. IPR Candidates may attend a maximum of 20 colloquium sessions abroad with AGAP analysts who are approved on an ad hoc basis by the ISAP Council. If there is no AGAP analyst available, other IAAP analysts will be considered.
2. IPR Candidates insure the readiness of their proposed colloquium leaders abroad to enter into a contractual agreement with ISAP, which takes into account malpractice liability and other obligations of being a Supervisor for ISAP. This includes but is not limited to completing the forms for confirmation of sessions and case presentations.
3. IPR Candidates may be permitted to fulfill a portion of their colloquium requirement with individual supervision hours. The Director of Studies considers well-grounded written requests.
4. The ISAP Council is responsible for establishing the suitability of colloquium leaders in relation to ISAP's requirements.

### **8.3.11 Colloquium Details**

8.3.11.1 In the course of colloquium attendance each candidate makes at least five oral case presentations.

8.3.11.2 Candidates may attend a maximum of 20 sessions of colloquia with leaders who are previous or current analysts. In such cases at least two additional colloquia are required, with two different leaders who are not previous or current analysts.

### **8.3.12 Case Reports**

ISAPZURICH is required to maintain records of all analyses carried out under its charge. For this reason, among others, candidates submit written reports for each supervised case. Minimum Requirements:

1. Three long reports of 10–20 pages each are required for each of three cases. At least two of these must encompass long-term cases as defined under §8.3.7.2.
2. Up to 10 short reports of 2-3 pages each (and a minimum of ½ page up to 2-3 pages for those in excess of 10) are required for each of the remaining cases that last a minimum of 20 hours.
3. Cases of less than 20 hours in duration require summary reports of at least ½ page each.
4. For information on composing and submitting case reports, see Guidelines for the Conduct of Supervised Case Work.

8.3.12.1 Candidates obtain their Supervisors' approval of all case reports before submitting them as follows:

5. For the purpose of the Case Exam, candidates provide their main examiner with long reports on each of 2 long-term cases as defined under §8.3.7.2. Deadline: 1 month before the start of the Diploma

Exam period, 1st part.

6. The main examiner selects one report. Upon notification candidates immediately send 2 photocopies of this report to the other 2 examiners. See further details under §8.4.
7. For the purpose of Final Evaluation, candidates provide the Studies Secretary with 2 photocopies of reports on each of their cases. Deadline: Registration deadline for the Diploma Exams, 2nd part.

### **8.3.13 2<sup>nd</sup> Symbol Paper**

A 2<sup>nd</sup> symbol paper of 10-20 pages is required. Candidates choose their topic in dialogue with a reader who is selected from the Examiners List.

Candidates send their papers for their readers' evaluation, along with the respective evaluation form (available from the Studies Secretary). The papers are evaluated in writing and graded on a pass/fail basis.

The papers must be approved as a condition of registration for the 1<sup>st</sup> part of Diploma Exams. Candidates provide the Studies Secretary with photocopies of their approved papers by the exam registration deadline. The readers send their evaluations by the same date.

### **8.3.14 Association Experiment**

The fulfillment of all requirements related to the Association Experiment is a condition of registration for the 1<sup>st</sup> part of Diploma Exams:

- 8.3.14.1 Attendance of the Introductory Seminar on the Association Experiment is mandatory and prerequisite to the required Association Experiment Presentation Seminar. The Presentation Seminar is attended between promotion to Diploma Candidacy and registration for the 1<sup>st</sup> part of Diploma Exams. Both seminars are offered at least once each year. Whenever possible the Presentation Seminar is offered each semester.
- 8.3.14.2 Following the Introductory Seminar candidates administer the Association Experiment. This is done in a professional setting and, whenever possible, with one's own analysand.
- 8.3.14.3 In the context of the Presentation Seminar candidates submit written papers to the seminar leader, along with the respective evaluation form. The seminar leader in turn submits the evaluation to the Studies Secretary.
- 8.3.14.4 Specific requirements for each of the seminars and related work vary according to the seminar leader. Candidates are responsible for informing themselves about all such requirements in discussion with their seminar leaders.

### **8.3.15 Last Interviews and Supervisors' 1<sup>st</sup> Reports**

- 8.3.15.1 When candidates have completed 150 hours of supervised case work they report to the Studies Secretary to receive a green light for arranging their last regular interviews with the members of their Admissions Committee.

At the same time candidates receive forms for their Supervisors' 1<sup>st</sup> Reports. Candidates send these forms to each of their Supervisors, allowing sufficient time for Supervisors to write their reports and submit them to the Studies Secretary by the given deadline. Further procedures are contained in a separate document provided upon the candidates' promotion to Diploma Candidacy.

8.3.15.2 The last regular interviews ordinarily entail one interview with each Admissions Committee member, who must have received the Supervisors' reports. The purpose is to assess the candidates' readiness for independent work as Jungian analysts. The Admission Committee's approval is a prerequisite to registration for the Diploma Exams, 1<sup>st</sup> part.

8.3.15.3 Should the Admissions Committee find that candidates do not sufficiently master analytical work, it may postpone their admission to the Diploma Exams, 1<sup>st</sup> part. Should serious doubts exist, the Admissions Committee may, after thorough consideration, require candidates to withdraw from training.

### **8.3.16 Supervisors' Final Reports**

Candidates provide all their Supervisors with the Supervisors' Final Report forms. This is done allowing sufficient time for Supervisors to write their reports and submit them to the Studies Secretary by the start of the Diploma Exams, 2<sup>nd</sup> part.

### **8.3.17 Thesis**

All candidates write a major research paper, which is the focus of the Thesis Discussion in the context of the Diploma Exams. This paper demonstrates candidates' ability to do original academic work as well as their ability to assimilate and evaluate personal experiences with respect to the topic.

On the basis of the paper itself and the Thesis Discussion the thesis is evaluated in writing and graded on a pass/fail basis.

Guidelines for writing the thesis are available in the Front Office.

8.3.17.1 Candidates select a thesis advisor from among the Training Analysts (TA) and Supervisors (LA/SA) listed in the Directory of Analysts, and two expert readers from among all Graduate (GA), Accredited (AA), Training (TA) and Supervising (LA/SA) analysts listed in the Directory. (Applies for Charta candidates provided the analysts are Charta-accredited.) Neither a present nor a former personal analyst may be either a thesis advisor or a thesis reader.

8.3.17.2 The thesis topic is initially approved in discussion with the chosen advisor. As soon as possible thereafter, candidates submit a summary proposal (1–2 pages) to the Director of Studies and the thesis advisor. The proposal includes the names of the thesis advisor and two readers. Candidates are advised to complete this procedure early in the research process.

8.3.17.3 The thesis itself is submitted to the thesis advisor and two readers at least six weeks before the start of the exam period. Earlier submission is advisable, so as to allow sufficient time for revision ahead of the Thesis Discussion.

- 8.3.17.4 A thesis abstract of 5–10 lines, including 3–4 key words, is brought to the Thesis Discussion. A copy of the abstract is submitted to the Studies Secretary at least three weeks prior to the Exam Conference.
- 8.3.17.5 Candidates arrange the time and place for the Thesis Discussion with the advisor and readers, preferably within the exam period.
- 8.3.17.6 Should final preparation of the Thesis require semesters in excess of the 2 required for Diploma Exams, candidates may attend these additional semesters either with regular registration or with a Leave of Absence (LOA).
- 8.3.17.7 If the Thesis Discussion take place between semesters, and if the thesis is accepted, and if all requirements for graduation have been fulfilled, the Diploma is awarded at the next graduation date, that is, at the end of the forthcoming semester. In this case candidates may attend that forthcoming semester under regular registration or LOA, or they may opt to ex-matriculate and attend the graduation ceremony.
- 8.3.17.8 Before graduation candidates provide the Studies Secretary with one bound copy of the thesis and a CD version for cataloguing in the ISAP library. (To best protect the author, the thesis on CD should be in PDF format.)

### **8.3.18 Diploma Exams**

- 8.3.18.1 Diploma Candidates take seven Diploma Exams, spread over two exam periods (subject areas in the Appendix). Fees for all 7 exams are due upon registration for the 1<sup>st</sup> part.
- 8.3.18.2 Registration for the Diploma Exams, 1<sup>st</sup> part, is permitted only with the Admissions Committee's approval according to the results of the Final Interviews. In cases of doubt about the candidates' suitability for training, the Admissions Committee may exercise its right to consult with Training Analysts.

### **8.3.19 Final Evaluation of Case Work**

For the purpose of final evaluation, candidates submit 2 photocopies of all case reports to the Studies Secretary. These are due by the registration deadline for the 2<sup>nd</sup> part of Diploma Exams and must be approved in writing by an appointed reader by the end of Diploma Exams, or as a condition of graduation.

The Studies Secretary appoints a reader, who is an ISAP Supervisor. Readers may require the rewriting or correction of reports, or reject them. Readers meet with individual candidates for a 1-hour discussion of the reports. The meeting is free of charge.

### **8.3.20 Exams: General Rules**

- 8.3.20.1 The Propaedeuticum and Diploma Exams are held twice annually, in April/May and in November/December. The exact dates as well as other relevant information concerning examinations can be found in the Semester Program.
- 8.3.20.2 Training Candidates may opt to take all eight Propaedeuticum Exams in one exam period, or to spread them over two periods. Ordinarily not more than one year may pass between the two parts.
- 8.3.20.3 Diploma Candidates take the seven Diploma Exams in two parts (for



thesis exceptions see §8.3.17.6)

8.3.20.4 As a rule, no more than five years may elapse between the completion of the Propaedeuticum and completion of the Diploma exams.

### **8.3.21 Registration, Rescheduling, Withdrawal**

8.3.21.1 Registration for exams requires the completion of a registration form, which is sent to the Studies Secretary. The exam fee is paid at the same time. Late registration is not accepted. (List of Exam Fees at [www.isapzurich.com](http://www.isapzurich.com))

8.3.21.2 Individual exams may be re-scheduled in a timely manner, but only after the payment of an administrative fee, the amount of which is indicated in the Semester Program.

8.3.21.3 Withdrawal from exams after the registration deadline ordinarily entails forfeit of the exam registration fee. However should withdrawal be necessitated by emergency circumstances, the Treasurer considers written requests for full or partial refund of exam registration fees. For cases of illness or injury a physician's medical statement is required. Refunds are subject to administrative fees.

### **8.3.22 Exam Details**

8.3.22.1 The Case Exam is taken in the 1<sup>st</sup> part of Diploma Exams. All other exams may be spread according to preference, either in part 1 or part 2.

8.3.22.2 With the exception of the Case Exam (§8.4.1.1), candidates choose their examiners from the List of Examiners according to the limits as follow:

1. Examiners examine only one subject in the Propaedeuticum and only one subject in the Diploma Exams. (Exception: for the thesis, candidates may choose persons with whom they are taking other exams.)
2. Candidates' current or previous analysts may not serve as their examiners.
3. Prior to registering for exams, candidates insure that their chosen examiners are available for the exam period in question. It is the candidates' further responsibility to clarify their examiners' expectations and requirements.
4. Candidates submit the names of the consenting examiners for the approval of the Studies Secretary.
5. Once examiners have been approved replacements are not permitted.

8.3.22.3 Should candidates fail an exam, they may repeat it in the next exam period.

6. Repeated exams are subject to regular registration and special fees (see Semester Fees, in Semester Program).

7. The original examiners and experts, with one new expert attending,

conduct repeated exams.

- 8.3.22.4 Exams are graded as follows: 1/excellent; 2/good; 3/satisfactory; 4/unsatisfactory. Half-grades may be given; any grade below 3 fails. The Case Exam and Thesis Discussion are graded on a pass/fail basis.

## **8.4 Case Exam**

The Case Exam is taken in the 1<sup>st</sup> part of the Diploma Exams. Its successful completion is a prerequisite for admission to the Diploma Exams, 2<sup>nd</sup> part.

### **8.4.1 Case Exam: Details**

- 8.4.1.1 Three examiners conduct the Case Exam. Candidates choose as their main examiner a Supervisor (LA/SA) whose name appears on the Examiners List under "Practical Case", and the Exam Coordinator appoints the others from the same list.
- 8.4.1.2 Neither current nor previous personal analysts, nor the Supervisor of the case to be examined, may participate in the Case Exam.
- 8.4.1.3 At least one month before the start of the exam period, candidates send the main examiner 2 case reports of 10–20 pages each, which encompass 2 long-term cases.
- 8.4.1.4 The main examiner selects the report that will be the focus of the exam and informs the candidate of the choice. The candidate then sends photocopies of the report to each of the other two examiners.
- 8.4.1.5 The case exam is oral and lasts 90 minutes with a mid-way break. The exam is graded on a pass/fail basis.
- 8.4.1.6 If the exam is failed and then repeated, a new case is discussed with the original three examiners who are joined by a new, 4th examiner.

## **9 AWARDING OF THE DIPLOMA**

The diploma is awarded when all requirements of the training program have been satisfied according to the Regulations, when the Admissions Committee has given its approval, and only when all financial obligations to ISAP have been met.

The approval of the Admissions Committee is based on the recommendation of the Exam Conference as well as on the judgment of the individual Admissions Committee members.

## 10 TRANSFER

### 10.1 General

The Director of Studies considers applications for transfer from equivalent Jungian training programs. Procedures vary according to the individual situation.

### 10.2 IFR, IPR, CH

ISAP Candidates may apply for transfer from one training path to another at any time (IPR, IFR, CH.) Application for transfer is made by written request to the Director of Studies with due consideration for the processing time, which varies according to the chosen path and requirements. The request must include the reasons for making the application and must also demonstrate the applicants' familiarity with the respective Regulations.

Applications are subject to the approval of the Admissions Committee. The new status becomes effective at semester registration deadlines.

### 10.3 Fundamentals Program

Full Training      Persons holding the ISAP Certificate in the Fundamental Theory of Analytical Psychology may seek to transfer into full training under IFR, IPR or CHARTA provided the basic prerequisites are met. Such transfer is subject to the application and admissions procedures given in these Regulations.

Credit

Upon admission to training, Certificate holders may seek credit for study components that were completed in the Certificate program. Such components could include, for instance, up to one semester of training, a symbol paper, and/or a limited number of hours of course attendance.

Based on its overall impressions, the Admissions Committee may grant all or part of a request for transfer of credit, or set special conditions, or deny the request entirely.

To apply for transfer of credit, applicants send a letter of request to the head of their Admissions Committee immediately upon admission to training. The letter must state the grounds for the request and must be accompanied by a photocopy of the Certificate.

1. Crediting of symbols papers is subject to:
  - a) The applicants' submission of 2 copies of their original papers;
  - b) approval by an additional reader, who is appointed by the Admissions Committee and who is at liberty to read the original evaluation. The reader may require candidates to revise their papers.
2. Crediting of course attendance is considered only when a copy of the Record of Attendance is provided.

## Appendix A Office of the Ombudsperson

*Adapted from ISAPZURICH Organizational Guidelines*

The Office of the Ombudsperson consists of 1–2 persons, preferably a man and a woman, who are experienced and skilled in dealing with conflict, and who are competent in German and English. Their names and addresses are available at the Front Office.

**Confidentiality** All discussions between the Ombudsperson and/or other involved parties, e.g. students, analysts and/or ISAP staff, are strictly confidential.

### **Main Duties and Limits**

1. The function of Ombudspersons is to help avert conflict or to support its settlement by advocating fair process. They do so by receiving questions and grievances, and providing information.
2. Their role is particularly important when conflict involves relationships to authority, and/or possible violation of the Training Regulations or of ISAP's Organizational Guidelines. Such conflicts could arise for instance between students and analysts; between students and members of ISAP committees and staff; between diploma candidates and their analysands.
3. In such cases the Ombudspersons may advocate for the complainant before the authority concerned, aiming for fair process between the parties. The Ombudspersons thereby function as an intermediaries or mediators.
4. Under no circumstances do the Ombudspersons process ethics complaints, nor do they relay ethics complaints to an Ethics Committee. Should an ethics complaint against an analyst be presented in the course of conflict settlement, the Ombudspersons shall send the complainants themselves directly to the AGAP Ethics Committee (or other relevant Ethics Committee, such as that of Charta).
5. An analysand with a complaint against a Diploma Candidate is referred to the Ombudspersons. When the complaint proves to be of an ethical nature, the Ombudspersons refer the analysand to Chair of the Admissions Committee and also inform the IC about the existence of a complaint. In doing so, the Ombudspersons protect the persons involved with anonymity and refrain from disclosing the content of the complaint. The procedures that subsequently apply are contained in the Guidelines for the Conduct of Supervised Case Work, §14.

## Appendix B Right of Appeal

**B.1 Admissibility** Decisions made by Examiners, Readers, Supervisors and Committees, including the ISAP Council itself, may be appealed. The one exception is the Admission Committee's decision to reject an application for admission to training, which may not be appealed.

**B.2 Confidentiality** All discussions among involved parties, e.g. students, analysts and/or ISAP committees, are strictly confidential.

**B.3 First Instance** Candidates are encouraged to seek resolution with the ISAP Council before initiating formal appeals. The contact person is the Director of Studies.

**B.4 Formal Appeals** The place of formal appeal is the ISAP Council (IC). For final decisions on matters presented, the IC relies on the recommendation of an Appeals Committee, whose members are appointed by the IC. Appeals Committee Members may neither be members of the committee whose decision is in question, nor in any other way party to that decision. When appeals concern the IC itself, the Appeals Committee shall be appointed by the Ombudspersons.

### B.5 Procedures

1. Appeals are submitted in writing to the ISAP Council within 30 days of the precipitating event. This period may not be prolonged. The grounds for appeal must be clearly stated and substantiated.  
Appeals must be sent by registered postal mail and marked "Confidential: Appeals". Send to the ISAP Council (IC),  
ISAPZURICH • Stampfenbachstr. 115 • 8006 Zurich • Switzerland
2. The IC insures that appeals are handled and concluded in a timely manner. Immediately upon receiving an appeal, the IC appoints an Appeals Committee as above.
3. Within two months (8 weeks) of receiving an appeal, the Appeals Committee arranges interviews with the appellant and the persons whose decisions are in question. The subsequent proceedings are oral. The parties may be required to meet together and/or separately, as the Appeals Committee deems necessary in the interest of fair hearing from both sides.
4. Based on these meetings, at which the grounds for appeal are thoroughly examined, the Appeals Committee makes its recommendation to the IC.
5. The IC's decision is conveyed orally through the Appeals Committee chairperson. The decision is final and is confirmed in writing. There are, however, no written communications concerning the substance of the decision.

**Appendix C Ethics Matters and Resources**

Matters	Resources	Addresses
Ethics code for Diploma Candidates; ethics grievances against Diploma Candidates	Guidelines for the Conduct of Supervised Case Work	<a href="mailto:office@isapzurich.com">office@isapzurich.com</a>
Ethics grievances against Analysts	ISAP Organizational Guidelines	<a href="http://www.isapzurich.com">www.isapzurich.com</a> <a href="mailto:office@isapzurich.com">office@isapzurich.com</a>
Ethics code for all ISAP Analysts	AGAP Constitution	<a href="http://www.agap.info">www.agap.info</a> <a href="mailto:office@agap.info">office@agap.info</a>
Amplification of AGAP Ethics Code; ethics grievances and appeals	AGAP Ethical Guidelines	<a href="http://www.agap.info">www.agap.info</a> <a href="mailto:office@isapzurich.com">office@isapzurich.com</a>
Ethics code for Charta Analysts	Charta Ethics Rules	<a href="http://www.psychotherapiecharta.ch">www.psychotherapiecharta.ch</a>

**Appendix D Exam Subjects**

Propaedeuticum Exams	Duration
Fundamentals of Analytical Psychology and Psychotherapy	50 min.
Psychology of Dreams	40 min.
Psychology of Myths and Fairy Tales	40 min.
Developmental Psychology & Child Psychology	40 min.
Comparison of Psychodynamic Concepts	40 min.
Fundamentals of Psychiatry and Psychopathology	40 min.
Religion & Psychology	40 min.
Ethnology & Psychology	40 min.
Diploma Exams	Duration
Case (first part of exams)	90 min.
Clinical Psychiatry with Special Emphasis on Differential Diagnosis	50 min.
Psychological Understanding of Dreams in Practical Application*	50 min.
Psychological Interpretation of a Myth or Fairy Tale**	6 hours
Psychological Interpretation of Pictures *	50 min.
The Individuation Process and Its Symbols	50 min.
Thesis Discussion	60 min.

\* Material for oral exams in Dreams and Pictures is obtained from the Front Office one hour before the examinations.

\*\* Interpretation of a Myth or Fairy Tale must be taken as a written exam at ISAP. The time allotted is 6 hours. Candidates may not bring their own reference books or computers to this exam. Literature is provided by the librarian immediately before the exam begins. A laptop provided by ISAP is available in the exam room.

<b>IFR Overview: Training Requirements</b>			
<b>Admission to Propaedeuticum Exams &amp; Promotion to Diploma Candidacy</b>			
<b>Propaedeuticum (Part 1)</b>	<b>Minimum Requirement</b>	<b>To be fulfilled by</b>	<b>Reference</b>
1st Symbol Paper	accepted	registration deadline	8.2.1
Personal Analysis	120 hours	registration deadline	7.2.1.2
Training Candidacy	3 <sup>rd</sup> semester begun	start of exam period	
<b>Propaedeuticum (Part 2)</b>	<b>Minimum Requirement</b>	<b>To be fulfilled by</b>	
Clinical Internship	1 month, full-time	end of exam period	7.4.1.3
Personal Analysis	150 hours	end of exam period	7.2.1.2
Training Candidacy	3 semesters completed	end of exam period	
Work Permit	acquired if needed for case work in Switzerland	end of exam period and before starting work with analysands	8.2.6

<b>Promotion Interviews with the Admissions Committee</b>	
Interviews with the Admissions Committee for promotion to Diploma Candidacy take place prior to or during the Propaedeuticum Exams.	8.2.4

<b>Orientation Meeting with the Director of Studies &amp; Consent to Ethics Code</b>	
Upon promotion to Diploma Candidacy, all candidates attend the orientation meeting with the Director of Studies, when the mandatory ethics consent form is provided. Date in the Semester Program and on the website.	8.3.1

<b>Introductory Block Seminar: Beginning Case Work</b>	
IFR Candidates are encouraged to attend this seminar, upon promotion to Diploma Candidacy or as soon as possible thereafter. Date in the Semester Program and on the website.	8.3.2

<b>Last Interviews (after 150 Hours of Case Work) &amp; Supervisors' 1<sup>st</sup> Reports</b>	
Upon completion of 150 hours of supervised case work Diploma Candidates notify the Studies Secretary, and subsequently contact their Admissions Committee to schedule the last regular interviews. Candidates insure that their Supervisors' 1st reports for this purpose are sent to the Studies Secretary well ahead of interview dates.	8.3.15

IFR cont'd

<b>IFR cont'd: Admission to Diploma Exams, and Graduation</b>			
<b>Diploma Exams Part 1</b>	<b>Minimum Requirement</b>	<b>To be fulfilled by</b>	<b>Reference</b>
Last Interviews	approval by Admissions Committee	registration deadline	8.3.15
Clinical Internship + Report	total 3 months, full-time	end of exam period	7.4.1.3 7.4.2.3
2 <sup>nd</sup> Symbol Paper	accepted	registration deadline	8.3.13
Association Experiment	both seminars attended, paper accepted	registration deadline	8.3.14
Case Reports for Exam	2 reports submitted to main examiner	1 month before start of exam period	8.4.1.3
	1 report selected, photo-copies to 2 co-examiners	before start of exam period	8.4.1.4
Supervised Case Work	200 hours	start of exam period	8.3.3
Diploma Candidacy	3 semesters	end of exam period	
<b>Diploma Exams Part 2</b>	<b>Minimum Requirement</b>	<b>To be fulfilled by</b>	
Case Exam	passed	registration deadline	8.4
Case reports for reader's final evaluation	copies of all reports to Studies Secretary	submitted by registration deadline; approved by end of exam period	8.3.19
Thesis	submitted to advisor & readers	6 weeks before start of exam period	8.3.17.3
Individual supervision, 2 Supervisors	80 sessions	start of exam period	8.3.7.1
Supervisors' Final Reports	to Studies Secretary	start of exam period	8.3.16
Thesis Abstract	to thesis advisor & readers	by Thesis Discussion	8.3.17.4
	to Studies Secretary	3 weeks before Exam Conference	
Case work	300 hours	end of exam period	8.3.3
Colloquia, at least 2	60 sessions	end of exam period	8.3.10.1
Course attendance	200 double hours; copy of attendance record to Studies Secretary	end of exam period	7.3.2.1
Personal analysis	300 hours	end of exam period	7.2.1.2
Total training	8 semesters	end of exam period	7.1.1.1
Approved Thesis 1 bound copy & 1 CD	to Studies Secretary	before graduation ceremony	8.3.17.8



<b>IPR Overview: Training Requirements</b>			
<b>Admission to Propaedeuticum Exams &amp; Promotion to Diploma Candidacy</b>			
<b>Propaedeuticum (Part 1)</b>	<b>Minimum Requirement</b>	<b>To be fulfilled by</b>	<b>Reference</b>
1 <sup>st</sup> Symbol Paper	accepted	registration deadline	8.2.1
Training Candidacy	3rd semester begun	start of exam period	
<b>Propaedeuticum (Part 2)</b>	<b>Minimum Requirement</b>	<b>To be fulfilled by</b>	
Course Attendance	approaching 200 double hours; copy of Attendance Record to Studies Secretary	registration deadline	7.3.2.2
Clinical Internship +Report	1 month, full-time	end of exam period	7.4.1.3 7.4.2.3
Personal analysis	150 hours (about 20 hours/semester)	end of exam period	7.2.1.3
Advance Study Plan	approved by Director of Studies	before starting work with analysands; preferably before leaving for work abroad	8.2.3
Training Candidacy	4 semesters completed	end of exam period	
Practice license and/or insurance for work abroad	obtained if required; copies to Studies Secretary	before leaving for work abroad	8.2.3
Work permit for case work in Switzerland	obtained if required; copy to Studies Secretary	end of exam period and before starting work with analysands	8.2.6
<b>Promotion Interviews with the Admissions Committee</b>			
Interviews with the Admissions Committee for promotion to Diploma Candidacy take place prior to or during the Propaedeuticum Exams.			8.2.4
<b>Orientation Meeting with the Director of Studies &amp; Consent to Ethics Code</b>			
Upon promotion to Diploma Candidacy all candidates attend the orientation meeting with the Director of Studies, when the mandatory ethics consent form is provided. Date in the Semester Program and on the website.			8.3.1
<b>Introductory Block Seminar: Beginning Case Work</b>			
IPR Candidates must attend this seminar upon promotion to Diploma Candidacy or as soon as possible thereafter. Date in the Semester Program and on the website.			8.3.2
<b>Last Regular Interviews (after 150 Hours of Case Work) &amp; Supervisors' 1<sup>st</sup> Reports</b>			
Upon completion of 150 hours of supervised case work Diploma Candidates notify the Studies Secretary, and subsequently contact their Admissions Committee to schedule the last regular interviews. Candidates insure that their Supervisors' 1st reports for this purpose are sent to the Studies Secretary well ahead of interview dates.			8.3.15

IPR cont'd

IPR cont'd: Admission to Diploma Exams, and Graduation			
Diploma Exams Part 1	Minimum Requirement	To be fulfilled by	Reference
Last Interviews	approval by Admissions Committee	registration deadline	8.3.15
Clinical Internship +Report	total 3 months, full-time		7.4.1.3 7.4.2.3
2 <sup>nd</sup> Symbol Paper	accepted	registration deadline	8.3.13
Association Experiment	both seminars attended, paper accepted	registration deadline	8.3.14
Case Reports for Exam	2 reports submitted to main Examiner	1 month before start of exams	8.4.1.3
	1 report selected, photocopies to 2 co-examiners	before start of exams	8.4.1.4
Case Work	200 hours	end of exam period	8.3.3
Diploma Candidacy	3 semesters completed	end of exam period	
Diploma Exams Part 2	Minimum Requirement	To be fulfilled by	
Case Exam	passed	registration deadline	8.4
Case Reports for reader's final evaluation	copies of all reports to Studies Secretary	submitted by registration deadline; approved by end of exam period	8.3.19
Thesis	to advisor & readers	6 weeks before start of exam period	7.3.17.3
Case work: 3 analysands, 2 long cases	200 hours	start of exam period	8.3.3
Individual supervision, 2 Supervisors	100 sessions	start of exam period	8.3.7.2
Supervisors' Final Reports	to Studies Secretary	start of exam period	8.3.16
Thesis Abstract	to thesis advisor & readers	by Thesis Discussion	8.3.17.4
	to Studies Secretary	3 weeks before Exam Conference	
Presence at ISAP	4 weeks/semester	end of exam period	7.1.1.4
Mtgs w/Admissions Com	recommended 1/year	end of exam period	7.1.1.4
Colloquia, at least 2	100 sessions (maximum 20 sessions abroad)	end of exam period	8.3.10.2
Supervised Case Work	300 hours	end of exam period	8.3.3
Personal training analysis	350 hours	end of exam period	7.1.1.2
Total training	10 semesters	end of exam period	7.1.1.2
Approved Thesis 1 bound copy & 1 CD	to Studies Secretary	before graduation ceremony	8.3.17.8